



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
03/29/2023 7:30 PM
Robert P. O'Neill Community Room, 2nd Floor
Community Safety Building, 112 Mystic Street

ATTENDEES

Remy	P	White	L	Griffin	P	Bliss	P
Blundell	P	Younkin	P	Harmer	A	Tosti	P
Susse	P	Lobel	L	LaCourt	P	Deshler	P
Migliazzo	P	Gibian	P	Jones	A	Carman	P
Beck	P	Foskett	P	Heigham	P	McKenna	P
						Bradley	A

P indicates Present; L indicates late; A indicates Absent

Visitors: None.

BUDGETS, ARTICLES & ITEMS

1. Public Works Admin Budget: New Deputy Director from Concord
 - a. \$58,073 in the Recycling Revolving Fund
 - b. Taxation Total \$295,364 moved and seconded
 - c. VOTE: Public Works Admin budget approved unanimously, no abstentions.
2. Solid Waste Budget
 - a. In first year of trash contract, we know prices will go up. Negotiations will happen in second half of next year.
 - b. Two costs for garbage – first to pick up – flat rate regardless of amount of trash; second tipping cost – dependent on volume. Currently in North Andover, tentative proposal to change that. Good feedback on new company with note that it's a big a company and we potentially can't reach them when needed. Republic claims they are losing \$1 Million a year on the Arlington contract. Possible tip in Roxbury as an intermediate spot to reduce their wait time costs. Roxbury location is owned by Republic and we would have to trust their numbers on weight. North Andover is independent. Arlington doesn't charge for large items, issues with dumping on Arlington streets for pick-up. Increasing use of totters which Republic will be moving to. Discussion regarding possible change to use of totters. Discussion regarding possible location of tipping under current contract. Discussion of new mattress law.
 - c. Compost – Town has compost bins. Adding new neighborhood ones. Cost about \$1k a month. School one is more expensive but good education because students involved. School decreased to 2 v 4 dumpsters. We are saving money on tipping fees, but still

costs more to compost. No current plans to have a compost program. Discussion as to why no plan.

- d. Line items reviewed.
 - e. Recycling current
 - f. Taxation Total of \$4,394,973 moved and seconded.
 - g. VOTE: Solid Waste Budget Approved unanimously, no abstentions.
3. Snow and Ice Budget
- a. Allowed to deficit spend within rules. In past budgeted \$40k above 10yr average, that is starting to not be enough because labor costs are going up. Salt and sand this year even if no plows. Rates are up.
 - b. Taxation Total of \$1,172,013 moved and seconded.
 - c. VOTE: Snow and Ice Budget Approved unanimously, no abstentions.
4. Highway Budget
- a. This budget is maintenance and patches (rest is in Capital Budget). Hiring and retaining is a problem. Thinking of developing a training program to recruit more. Line items reviewed. Some deferred work because not fully staffed, thus some costs are less as seen on the actuals v. budget. Discussion on Grove St. not being electric. Discussion on replacing pedestrian markers – believed to be in this budget, need replacements after winters. Discussion on gas – prices were higher when budget made and will be savings when Town pump is operational again.
 - b. Taxation Total of \$1,890,779 moved and seconded.
 - c. VOTE: Highway Approved unanimously, no abstentions.
5. Facilities Budget
- a. Update on outstanding questions regarding software.
 - b. Organizational chart and building matrix circulated prior to meeting. Oversees 31 buildings and 43 employees including indirectly custodians in the schools and contract outside for additional work. Reviewed changes in the budget this year that Manager previously discussed. New facilities director. Getting back to standard procedures after lots of turnover. Do snow plowing, vehicle checks as well. Implementing a ticket system to track work requests, etc. Looking to improve training to improve communication with other departments, like the schools. Schools have 700 pieces of equipment, when finished will have 2,000. Implementing cleanliness standards. DPW, Fire, Police do their own maintenance, may want to consider putting these under Facilities at some future date.
 - c. Discussion on Department Head – reports to Town Manager, regularly speaks with the Schools to meet their needs and improve communications. Discussion regarding past turnover and what reasons are. Discussion budgeting for repairs on automatic door repairs. Discussion of school custodians being under school budget v. facilities. Discussion regarding security costs and needs at Mt. Gilboa.
 - d. Line item reviews. Explained increase in overtime as opening buildings earlier and more often and increased work on HVAC systems.
 - e. Taxation Total of \$1,119,358 moved and seconded.
 - f. VOTE: Facilities budget Approved unanimously, no abstentions.
6. Article 42 and Article 43 – Financing of Construction or Reconstruction of Sewers and Sewerage Facilities; Water Mains and Water Facilities
- a. Use 100k from returned earnings and ask the Town for the rest, interest free.
 - b. Article 42 – for Sewer and Facilities – asking \$800k
 - c. Article 43 – for Water – asking \$1.3M instead of past \$1.2Million

- d. Moved and seconded to Approve \$800,000 for Article 42 and \$1.3 Million for Article 43.
 - e. VOTE: Article 42 and Article 43 Approved unanimously, no abstentions.
7. Water and Sewer Enterprise Fund
- a. Fund balance: Certified balance at beginning of year - \$6,807,898.67 and Unadjusted Trial Balance as of March 20th - \$7,748,173.32
 - b. Reviewed number of water meters, unaccounted water (leaks or measuring devices) was 15%, lower than usual and coincides with last year of water meter replacements. Reviewed use of ARPA funds, some supply chain issues on meters, some infrastructure repairs. Taking corrective measures regarding hiring a consultant with ARPA funds. More vacancies than last year.
 - c. Reviewed offsets – split 50/50 between Water and Sewer. May be time to do a new study to revisit/update offset percentages. Percentages are on the previous year's budget – doesn't matter what happens to revenues.
 - d. Reviewed that reserves for emergencies are big ticket items. Reviewed MWRA Assessment. Discussion regarding Retirement Offsets and whether charged to right department. Reviewed increase in stipends.
 - e. Discussed unaccounted water percentages. Discussed pipe repairs/replacement, 1 mile per year (40 miles done so far, estimate of miles in Town is roughly 110 miles). Discussed Offset percentages. Discussion regarding the number of personnel promoted. Discussions regarding status of water and sewer rates.
 - f. Approval of Expenses and Revenues each in the amount of \$24,329,165 moved and seconded.
 - g. VOTE: Water and Sewer Budget Approved unanimously, no abstentions.
8. Article 34 – PEG Access
- a. Approval of Income and Expenses each in the amount of \$820,477 moved and seconded.
 - b. VOTE: Article 34 Approved unanimously, no abstentions.
9. Article 36 – Collective Bargaining
- a. Approval of the recommend vote of the Town Manager totaling \$570,357 in appropriation with \$41,026 to be transferred from the existing salary reserve to various FY23 departmental budgets for FY23 pay for the SEIU contract and a \$129,643 increased to various FY24 department or fund budgets for settlement of the SEIU contract (full details in Reference 14) was moved and seconded.
 - b. VOTE: Article 36 Approved unanimously, no abstentions.
10. Article 41 – Transportation Infrastructure Fund
- a. Approval of \$15,344.10 moved and seconded.
 - b. VOTE: Article 41 Approved unanimously, no abstentions.
11. Article 59 – Overlay Reserve
- a. Approval of \$600,000 moved and seconded.
 - b. VOTE: Article 59 Approved unanimously, no abstentions
12. Article 61 – Long Term Stabilization Fund
- a. Approval of \$100,000 moved and seconded.
 - b. VOTE: Article 61 Approved unanimously, no abstentions
13. Article 62 – Free Cash
- a. Discussion of Free Cash mechanics.
 - b. Approval of \$7,956,044 moved and seconded.
 - c. VOTE: Article 62 Approved unanimously, no abstentions

14. Article 63 – Resolution/File and Accept Grants With and From EOEEA for Land and Water Conservation Fund Grant Program

- a. moved and seconded favorable action on Article 63.
- b. VOTE: Article 63 Approved unanimously, no abstentions

15. Summary

Budget Name	Amount	Status
Public Works Admin	\$295,364	Approved
Solid Waste	\$4,394,973	Approved
Snow and Ice	\$1,172,013	Approved
Highway	\$1,890,779	Approved
Facilities	\$1,119,358	Approved
Article 42 – Sewers & Sewerage Facilities	\$800,000	Approved
Article 43 - Water Mains and Water Facilities	\$1,300,000	Approved
Water and Sewer Enterprise Fund	\$24,329,165 – Revenues \$24,329,165 - Expenses	Approved
Article 34 – PEG Access Budget	820,477 – Revenues 820,477 – Expenses	Approved
Article 36 – Collective Bargaining	570,357 - Appropriation 41,026 - transferred to FY23 budgets (SEIU) 129,643 - increase to FY24 budgets (SEIU)	Approved
Article 41 – Transportation Infrastructure Fund	15,344.10	Approved
Article 59 – Overlay Reserve	600,000	Approved
Article 61 – Long Term Stabilization Fund	100,000	Approved
Article 62 – Free Cash	7,956,044	Approved
Article 63 – File/Accept EOEEA Grants	Favorable Action	Approved

CONCLUSION

The meeting adjourned at 10:00pm.

The next meeting is Monday, April 3, 2023.

Sophie Migliazzo
03/29/2023

Reference 1: Notes on Solid Waste & Recycling

Reference 2: FY24 Public Works Notes

Reference 3: DPW – FY24 Budget – MR Responses

Reference 4: DPW, Facilities & Streetlights FY24

Reference 5: Snow & Ice Calculator

Reference 6: Building Matrix Updated

Reference 7: Current Facilities Org Chart 221213

Reference 8: Facilities Budget FY24

Reference 9: FY24 Facilities Notes

Reference 10: FY2024 WS Budget Final With Adjusted Insurance Numbers 3 27 2023

Reference 11: W/S Offsets Calculated for Other Support Departments and Other DPW Divisions FY24

Reference 12: W/S Budget Summary Breakdown FY24

Reference 13: Consolidated FY24 Sewer and Water Budget Amounts

Reference 14: Article 36 Collective Bargaining Revised 3.17.2023

Solid Waste

Conversation with Charlotte Milan

Solid Waste Contract

Republic has recently come to us and said that they are losing \$1M a year from their contract with Arlington. Mike R. doesn't really believe these numbers. One of the things that Republic has asked for is the ability to drop waste off at a transfer station in Roxbury instead of in North Andover. They claim that their trucks are waiting 3 hours to drop off trash in N. Andover. It's a trust issue because we would have to trust Republic's tonnage numbers rather than receiving a weight slip from N. Andover. For Republic it would reduce their overtime numbers because trucks would be able to get back to Everett, get cleaned, etc. during regular business hours.

Charlotte feels pretty good about Republic. Feels they are great at collecting data and they treat their workers better.

Note that Republic gets a flat fee for picking up our garbage. When we reduce our garbage they earn the same amount but we pay less in tipping fees.

Next Contract

Arlington does things differently than almost every other town. In the next contract we will likely have to follow suite. That means paying for recycling pick up and using totters. The cost of the totters is estimated to be \$1.5M but we expect to get half of that back from the state if we do two things: 1) Give out garbage cans that are 35 gallons or less, 2) Give out recycling cans. Extra trash will be disposed of by buying bags for potentially \$3 each (currently \$2.30) or buying a sticker (for large items like couches).

Benefit of the totters is that our contract will be more competitive (runs can be done with just one person), we reduce litter on windy days, and we reduce rodents. Also, people may get better at recycling if their garbage can is smaller (though Arlington averages 25lbs per household).

Recycling

The money in the recycling revolving account has gone down in recent years because we are receiving fewer TVs and monitors. Other money comes from selling orange bags at \$2.30 to businesses. Very little of that money comes from selling materials.

Compost

Arlington currently has 2 public locations and 1 neighborhood location. They have permission from Parks and Rec to add 2 more neighborhood locations but haven't done that yet (pandemic pushed the program to back burner). The cost for the program is less than \$1000 a month.

Town compost bins collect 337 tons of compost, or about 400 lbs. of food per household participating each year.

The School compost program is more expensive but it has been enormously successful for public health reasons (fewer rodents), for education (teaching children) and to reduce tonnage. The H.S. now has two dumpsters where they used to have four. 257 tons of trash are diverted each year, which saves us close to \$22,000 in tipping fees.

The compost budget also pays for 13-gallon container for households that want them and 35-gallon containers for multifamily households.

Cambridge has done opt-in composting for years. Watertown just started. It will be interesting to see how their program does.

Staff

The Waste Diversion and Curbside Enforcement position is currently vacant. That's okay for now, but we will need to fill that position if we make a change in how we handle our garbage. Charlotte sees this as a temporary position (to help us through the coming changes in our garbage program). The last time they specifically hired someone who they didn't think would stick around. Another option is for the person we hire to help during the next transition and then take over Charlotte's job when she moves on (which may be in a few years).

Public Works Budget

Michael Rademacher

Big Picture - Buildings

- New building on Grove Street is scheduled to be completed by the end of March, though likely a little later
- Second phase scheduled to be finished in the fall
- Hoping to keep Ryder Street for storage, recycling activities, and to charge electric school buses
- One benefit of the new building is the wash station, which will hopefully extend the life of equipment

Big Picture – Department

There are 680 laborers plus a dozen or so managers. A 3-year labor contracts were just signed, and the cost for those contracts is reflected in the FY24 budget.

Biggest stress points are the difficulty hiring and retaining workers. Arlington pays less than nearby towns, which means we both have difficulty hiring workers and that we lose some of our best workers to towns that pay more. The issue is especially acute for drivers. One possible solution is to register as a private training facility, which would allow us to train people to get their commercial driver's license.

Most sidewalk and street work is done by outside contractors and is entirely paid for out of the capital fund. The general fund covers small repairs that are done in-house.

Snow and Salt

We have spent \$700K so far. Although there haven't been a lot of snow events there have been several salt events. Also, lately the price for contractors and salt have gone up. And to get DPW staff to do snow/salting events we have to pay double time.

Garbage and Recycling

Republic recently reached out to Mike Rademacher. Republic claims that they are losing \$1M a year on our contract. Mike doesn't quite believe those figures, but thinks they are likely losing some money and that we will have to renegotiate. If we don't renegotiate, he thinks they will just walk away.

One option is to go with toters, which would eliminate one person from the run. Capital has reserved \$1.5 million for toters in the plan for next year. If we keep the garbage containers smaller (I believe under 35 gallons) we can get \$750K of that back from a state grant.

We urged Mike to get more information about what other towns are doing and the projected cost savings.

The recycling fund consists of money we receive from payments to the recycling center (e.g., for electronics) and money we receive from selling recyclables. The fund has gone down a bit in recent years, but Mike is confident that we can make that up out of the general fund.

Our recycling coordinator Charlotte runs an enormously popular and growing recycling program. She is also the point person for all complaints garbage related e.g., missed pickups.

Stormwater Runoff

We spent some time talking about how our current tax structure doesn't accurately reflect the cost of dealing with stormwater runoff. E.g., business properties with large lots create a lot of stormwater runoff but pay very little because e.g., they only have a few toilets.

Cemetery

The \$25K is for landscaping at the back of the Columbarium, holding cremated remains, that was build three years ago. The back is currently less attractive than the front and it has been harder to sell those sections.

Parks and Rec

Public works originally offered to subsidize \$50K for field maintenance but their costs have recently gone up and the subsidy has gone up to \$60K

Tree Fund

Public works has the capacity to plant 300 trees a year very cost effectively. The tree committee is hoping to use the *Trees Please Fund* (funded by private grants and contractors who cut down trees during projects) to plant additional trees, but to do that we would have to contract out at \$1500 a tree. Mike doesn't love the cost inefficiency of working with contractors.

Facilities – Jordan

Natural Resources – Shane

Maintenance of Town Fields - Shane

Engineering - Jennifer

Public Works Admin – Shane

Highway – Jennifer

Snow/Ice - Shane

Trash – Jennifer

Motor equipment - Jordan

Cemetery - Jennifer

Streetlighting – Jennifer

One email to Julie – JS, JR, SB to compile a list.

Public Works -

Personnel

FINCOM QUESTIONS	RESPONSES
In 2010 there were 120 DPW employees, including 31 school custodians and 10 building maintenance personnel. In 2018 there were 78. Were the school custodians and maintenance moved to the School budget? Or were they always in the School budget but counted as DPW employees?	The Facilities Department is now responsible for custodians and maintenance personnel.
Director of GIS (Brunton) salary increase by \$15,000. Why the increase? Was this position relocated from another department? The position was moved from IT to DPW.	Mike requested a GIS support staffer (\$77,000) for DPW. But, the Town moved the GIS Director (more senior position at \$93,000) to DPW budget, and the position serves the Town (not just DPW).
Vacancies across departments. Is this year typical?	Across all divisions, and like employers across the public and private sectors, DPW faces challenges hiring and retaining qualified staff. For example, it has trouble

	<p>finding workers with a commercial drivers' license (CDL) qualification to drive large trucks. DPW is considering become a training facility (for its staff only), where it can hire a candidate and use DPW employees who are certified to train the new people. DPW also lost two employees to other communities due pay.</p> <p>Mike is hopeful that the new building, as well as a generally "good" fleet of vehicles will help with recruitment and retention.</p>
<p>What are reasons for overtime/double time?</p> <p>Could we reduce overtime and double-time if we had fewer vacancies?</p>	<p>Overtime (time and a half) and double time (twice wages for hours worked on a holiday or Sunday) are for work done outside of regular hours. Such as, night street sweeping, weekend funerals, weekend trash collection and emergencies. The budget requests for overtime and double time are based on the five-year average of actuals.</p> <p>The overtime and double time are set for our needs when fully staffed, if we exceed these budgets it is typically because we are making up for vacancies and we use the budget from the vacancies to fund the extra overtime (DPW has the unique flexibility move money between line items).</p>
<p>Are we moving to increase our use of outside vendors, or are we moving to bring more items in house?</p>	<p>We have not made a considerable change one way or the other.</p>
<p>Generally interested in refresher for different line items in salaries (overtime v. double time, out of grade pay, clothing, longevity, training, etc.). Why does clothing appear if there is zero spending in FY24, or in previous years?</p>	<p>There have been some changes to line item numbering which has caused some discrepancy in year to year comparisons. We can discuss in detail when we meet.</p>
<p>Do stipends, in-state travel cover autos/mileage for personal cars used by staff for Town purposes? What are permissible uses of mileage reimbursement?</p>	<p>That line is used for Mike's car allowance.</p>
<p>When are the next contract negotiations? Do we think we will need to agree to larger salary bumps than usual because of inflation?</p>	<p>The Laborers union ratified a contract. This budget should reflect the numbers from that agreement. SEIU, representing managers, has agreed in principle to a contract, but not clear if this is reflected in the FY24 budget proposal.</p>

Commented [SB1]: Is this right? Do we need to confirm with Julie?

Commented [JR2]: Check with Julie

Commented [SB3]: Check with Julie.

Offset for Recycling Coordinator is flat, but decreases as percentage because of reclassification. What is balance of Recycling Fund? If it will be depleted soon, what is the plan?	<p>Charlotte Milan is the Recycling Coordinator. This is an invaluable position as Charlotte responds to inquiries from residents about missed trash or recycling pickups. She also coordinates the weekend recycling center at Ryder Street, which includes volunteer staffing.</p> <p>The Fund is supported by sale of scrap metals. The current balance is \$34,662. It gets replenished during the year as some fees are collected. If it becomes depleted, we will supplement with our current budget.</p>
Auto allowance and materials are de minimis amounts that appear once. Have these been subsumed in another line item?	I believe the account numbering was changed or charged incorrectly. Let's discuss when we meet.

Commented [SB4]: Check with Julie.

Capital

FINCOM QUESTIONS	RESPONSES
Any general feedback on how the construction of the new DPW building is going? Any impact to current operations? Might we see any savings or efficiencies from the new building? Any new expenses expected?	<p>DPW has been told that the new building will be ready by end of March 2023. DPW is pessimistic that they will meet this deadline. They do not expect to make any further budget asks from capital, and are being to strategic as they fill out the interior space. The new building will house DPW and Inspectional Services. The latter on the first floor, since it gets the most foot traffic. After the new building is open, they will move people in, vacate the old buildings and efforts will turn to renovating old buildings.</p> <p>Since we are adding a new building, I do not believe our overall energy use will go</p>

Commented [SB5]: Did Mike give a date when he thinks the building will actually be ready? Was that "ready" to move in, or construction done and all furniture and people moved in? I think it was the former? Maybe we can flag for Darrel (Capital Planning Committee).

Commented [JR6R5]: Agreed, I don't think it was clear when construction was finished vs. when it will be fully furnished and ready to move in

Commented [SB7]: This is a combination of what (I think) we heard from Mike and Rob (Facilities).

	down but significant changes are being made to the older buildings to help reduce energy demands.
Can you explain how public works projects in the Capital Plan are handled in the Operating Budget? Are they included in Operating with an offset, or are the expenses only counted against the expense lines in the Capital Budget?	We have two separate budgets, one Capital and one Operating.
What is in the capital budget? All sidewalk replacement? Street resurfacing? Are items in the Capital Budget handled exclusively by outside contractors?	The Capital Budget is for large infrastructure improvements or vehicle purchases. Most, if not all, work is performed by vendors.
Interested in learning more about any DPW projects to address climate resiliency. For example, in 2022 Town Meeting adopted warrant calling for phase out of gas-powered leaf blowers. Any other plans to purchase electrified equipment or vehicles? Plans for porous parking lots or bio-retention basins?	We talked about the stormwater fee. I do not think we need to proactively bring this up. If we are asked a question, then I suggest a response like this: "The Town recognizes that stormwater management is vital to ensuring the health of our local and regional waterways. And, federal law requires the Town to address stormwater runoff. This primarily occurs through Water & Sewer Department. The Town is investigating ways to underwrite those costs in an equitable manner. It does not have any plans to charge residents or businesses any new fee to address stormwater runoff. "

Commented [JR8]: I agree, I don't think we should proactively bring it up since they're simply exploring how it would look, and there does not appear to be any concrete structure. There's a variety of ways that stormwater fees can be assessed, including an added charge; while not a "tax" per se, it can be charged in a manner that sounds similar to a tax:
<https://www.townofmilton.org/stormwater-management/pages/how-stormwater-fee-generated>

FINCOM QUESTIONS	RESPONSES
Can you introduce the work of Engineering? What are its key functions? There is quite a bit here.	https://www.arlingtonma.gov/departments/town-manager/town-manager-s-annual-budget-financial-report The Engineering Division coordinates and prepares technical designs, engineering plans and specifications for infrastructure improvements and capital projects. It also provides oversight of contracted construction projects.
What does the “maintenance” line-item support? Fluctuated significantly between FY21 and FY22.	This line is for hiring outside vendor help. Rob said that DPW still has maintenance for supplies, upkeep, etc. We should confirm if this is the case.
What are the mobility improvements? Does this support in-house work (e.g., Planning Department) or contracts with outside consultants?	This money is used for pedestrian mobility improvements. Minor improvements are made in-house, while larger, more complex projects are performed by outside contractors.
Have double time, out of grade moved to overtime? Department has one vacancy out of four positions. Will this impact department’s mission?	Double time and out of grade happens infrequently in Engineering. When it does occur, Mike will supplement the cost with the overtime line item. He is actively looking to fill the vacancy.
Typical to include step increase in vacant position? Plan to fill the vacancy?	The vacant position for a junior civil engineer includes a step increase. This allows the division to offer a competitive salary in these difficult times of finding staff. Mike intends to fill all vacancies.

Commented [JR9]: Confirm w/ Mike and/or Julie

Cemetery

FINCOM QUESTIONS	RESPONSES
Can you introduce the work of Cemetery? What are its key functions?	<p>The Cemetery Division is responsible for the care and maintenance of the Mt. Pleasant Cemetery and the Old Burying Ground.</p> <p>The Mt. Pleasant Cemetery is an active cemetery comprising 62 acres of land and accommodates an average of 200 burials per year.</p> <p>The Old Burying Grounds is an inactive, historical community cemetery of six acres. Three volunteer Cemetery Commissioners make recommendations to the Town Manager on rules, regulations, and fees.</p>
No spending on out of grade pay and clothing in FY22?	<p>Out of grade is used when an employee fills in for a higher level employee. In the case of the Cemetery Division, this occurred by using someone from a different division and the cost was charged to the other division.</p> <p>Regarding the clothing, I believe there was a change in the account numbering causing some discrepancy.</p>
Why is overtime necessary?	Overtime is for afterhours work, i.e. weekend funerals.
<p>Actuals and budgeted amounts for maintenance increasing at substantial rates. What does this line item support?</p> <p>Both the offset and maintenance increase \$30,000 in FY24. Can you describe the additional work that this will cover?</p>	<p>The maintenance line item increases by \$30,000, but is offset by an increased \$30,000 draw from the Lots and Graves and Perpetual Care Funds. The line is primarily for contracted services such as landscaping. The Division plans to make landscaping improvements to the cemetery columbarium (a vault which holds ashes).</p>
We understand that there was \$662,147 in Lots and Graves and \$7,262,206 in Perpetual Care as of 2020. Where does the balance stand today? How much do we add and subtract each year (on average) from these two reserve funds? Reminder of revenue source for the funds?	<p>Current balances are \$952,347 for Lots and Graves and \$8,662,669 for Perpetual Care. We have used \$150,000 historically as an offset to Cemetery expenses but increase that from time to time for special projects. The Perpetual Care Fund is intended to support the costs of the cemetery when it is full and there are no new revenues from burials or the sale of plots.</p>

Commented [SB10]: Check with Julie?

Commented [SB11]: Rounding this out. Should we ask if this is a one-time increase?

Commented [JR12]: Confirm w/ Julie which offsets are used in budget: one or the other, or combination of both.

Commented [SB13R12]: Agreed. Also, we are now \$60,000 over FY22 actual offset. Maybe ask Julie if there is a "new normal" for the offsets?

Natural Resources

FINCOM QUESTIONS	RESPONSES
Can you introduce the work of Natural Resources? What are its key functions? What open spaces does Natural Resources service?	<p>The Natural Resources Division provides management, care and maintenance of the Town's open space lands, public parks, playgrounds and athletic fields.</p> <p>The primary facilities include 19 athletic fields, 26 playgrounds, and parks including Reservoir Beach, North Union Spray Pool, Menotomy Rocks Park, McClennen Park, Town Hall Gardens, Minuteman Bike Path, Broadway Plaza, and the Whittemore-Robbins grounds.</p> <p>The division also maintains plantings and lawn care in 21 traffic islands.</p> <p>The Tree Division is responsible for the management, care, and maintenance of more than 19,000 public trees.</p>
Three vacancies. Budgeting \$20,000 extra for overtime in FY24 over actuals for FY22, FY21. How do vacancies impact department's mission?	The overtime request is based on a historical average. The lower recent expenditures are likely due to vacancies. Vacancies impact the division's ability to maintain fields and open space as we would like. It also affects ability to collect trash from parks on weekends.
Is it typical to budget a vacant position with a step increase? See, e.g., tree climber position.	The division is budgeting vacancies with a step increase to help offer competitive starting salaries.
Budgeting less for tree planting than actuals for FY22, FY21. Will this be sufficient?	<p>The division has a goal to plant about 300 trees in town per year. It does this in-house for about \$100 per tree. The division is budgeting slightly less than actuals for tree planting (5289). Any shortfall can be made up with the Trees Please Fund. The Trees Please Fund receives donations and revenues from penalties for violations of the tree by-law (e.g., fines for improper removal of trees).</p> <p>The Town does not have capacity to do more than 300 per year, but there is interest from Tree Committee to do more. Mike is in discussions with the Committee. If we outsource to a private vendor, the costs are substantially higher: \$1,500 to plant and \$4,500 to water.</p>
Tree Pest Management is level funded. Is that a contract with an outside vendor?	Yes

Commented [JR14]: Request list "Open Space" list

Commented [SB15]: Mike said it costs \$100 per tree, and they plan for 300 per year. Isn't that \$30,000?

Commented [SB16]: Interested to know why this is not reflected in an offset. Would be more transparent. Also, what is the balance of the Fund?

If yes, will the contract have to be renegotiated at some point?	Yes
How many and what kind of trees are serviced?	Mike is using these funds to combat the Emerald Ash Borer from wiping out our Ash trees.
Other Purchased Services: We understand this is for holiday lights. Does this cover any other services?	No
Historic Sculpture Maintenance: We understand this is for the Sam Wilson statue. What services are performed?	It used for that and to restore and maintain other historical monuments, such as the Menotomy Indian, the historic flagpole at Town Hall, etc.
Where have the electricity and fuel expenses gone?	These lines are not funded. We use these lines to track how much we spend on energy at Ryder Street. We are using Ryder during the construction of the DPW facility and needed to know what the energy costs were in case that project needed to fund it.

Commented [SB17]: I feel like we may have gotten a question about whether this is a worthwhile expense. As in, why not just get rid of the Ash trees?

Maintenance of Town fields

Commented [SB18]: Moving this out of Natural Resources, since I think we will have to vote this separately.

FINCOM QUESTIONS	RESPONSES
Can you describe the agreement between DPW and Park & Recreation for “maintenance of fields?” We understand Park & Recreation share to be \$60,000 per year, but actuals for FY21, FY22 were higher. Will \$60,000 for FY24 be sufficient? Is Park & Recreation meeting its obligations?	<p>This line item supports landscaping of Town fields by a private vendor, such as aerating the grass and providing nutrients. Town staff is responsible for the mowing. The contract for this work is currently out for bid.</p> <p>DPW has been taking on a larger share of these costs. Park and Recreation pays from user fees. The cost of this work has gone up, but the contribution from user fees has not. So, DPW has been picking up the difference.</p>

Trash/Recycling

FINCOM QUESTIONS	RESPONSES
<p>Generally interested in a discussion of the structure of the Town’s contract for hauling and disposal of trash, recycling and yard waste.</p> <p>We see that the capital plan calls for \$1.5 million in FY25 for toters. Interested in learning more about any planning the Town has undertaken. Such as, how have other communities implemented toters? Any data about many have made this switch? What kind of savings would the Town expect?</p> <p>Costs going up for trash collection/disposal (\$122,761) in the second year of a three-year contract. Will those go up again in FY25? If so, by what amounts? Will recycling and yard waste also increase? When does the planning process for seeking bids begin?</p>	<p>There is an increase of \$122,761 for the second year of a three-year recycling/solid waste hauling contract between the Town and Republic Waste Service. Our collection and disposal contracts have contractual annual increases. This contract expires at the end of FY26 (June 30, 2026). The Town begins planning about 1-1/2 years before the contract ends. That puts us about one year away from planning for the next contract.</p> <p>Republic acquired JRM, and has thus acquired the Town’s hauling and disposal of trash and recycling contract. TRepublic has claimed that it is losing \$1 million per year on the contract that JRM signed with the Town. We suspect that the Town received a more favorable contract from JRM because JRM was looking to add municipal contracts, and look more attractive for acquisition. Republic claims that the contract does not reflect the proper prevailing wage rate.</p> <p>The Town does not use “toters,” a type of trash/recycling bin that allows a mechanical arm on the truck to collect trash and recycling. This lowers personnel costs for haulers. Presently, a worker must lift the waste or recycling into the truck. Fewer haulers want to bid on “non-toter” contracts.</p>

	<p>The capital plan calls for \$1.5 million in FY25 for toters. It is possible that the Town could benefit from a state grant that would cover half of the cost (\$750,000). But, we would have to meet grant requirements, such as a limit of the bins to 75 gallons per household. Unclear what would happen if a household had additional garbage; could be a fee for overflow.</p> <p>It is not clear how many other communities have moved towards toters, nor do we have any estimation of how much this capital investment would save in terms of the next contract. Also unclear, what happens to bins that households currently have? Can they be recycled?</p>
<p>We might get a question about pay-as-you-throw. Are there any expected changes to trash pickup rules? For example, restricting number of barrels per household, or requiring residents to pay for large items, like furniture? What percent (by volume) do large items take up? Do you have any data on how many other communities charge for large items?</p> <p>What are we doing about new state rules prohibiting fabric and mattresses in municipal garbage? Will this impact Town's costs? Is there any support available from the state?</p>	<p>We do not have a contract for collection of mattresses or textiles, which are both banned from the waste stream. DPW is setting up vendors to handle these items. Any costs, as for now, would be the responsibility of the resident.</p>
<p>Recall that the waste diversion and curbside enforcement officer was a new position established in FY21. Waste diversion/curbside enforcement position is now vacant. How have we measured the utility of this position? Plans to fill in FY24?</p>	<p>Mike hopes to fill this position. It can help gather data for the next contract negotiations, helps Charlotte Milan with the recycling center.</p>
<p>Interested in any general feedback about Republic, which took over from JRM. Have they been responsive? Any issues?</p> <p>Heard complaint that Republic not showing up at large residential buildings for second pickups, leading to concerns about rodents.</p>	<p>It's been OK. Some things better some not as much.</p> <p>This is complicated, as some dumpsters are responsibility of Republic to replace or maintain, while others owned by the building. Charlotte Milan, Recycling Coordinator, has been fielding complaints and inquiries from residents. On the Town side, Jim Feeney is exploring single rodent control contract for all Town facilities.</p>
<p>How many tons of solid waste, yard waste, recycling, food scraps, etc.</p>	<p>Waste goes to an incinerator. Past amounts for waste, recycling, etc. are listed in the</p>

Commented [SB19]: Is this the right number?

Commented [SB20]: Did I get this right?

Commented [SB21]: I think we will get pressed on why we need this position. How does one part-time position contribute data in a Town with 45,000 people? What types of data would this person collect?

does Arlington generate per year? What are the trends? Where does the waste go?	Manager's Annual Financial Report.
Since FY21 we have budgeted \$50,000 for food scrap diversion, yet our actuals are lower (\$31,000 in FY21, \$16,000 in FY22). What is the actual for FY23? What are the goals? How do we measure success?	This line item underwrites the costs of household compost collection bins; households must pay for the subscription cost of picking up the compost.
Budgeting \$60 - \$90,000 above actuals for residual disposal. What does this line item support? Reason for increase?	This line funds the disposal of construction debris generated by DPW performed work (sidewalks, etc.). Per Mike, \$180,000 is the historical average. With the recent vacancies and COVID, Mike has been able to perform less of this work. Mike is hopeful he will be staffed up in the near future and able to catch up.

Commented [SB22]: Seeing if anyone else has good notes on this. I am confident we will get pressed about this expense.

Snow & Ice

FINCOM QUESTIONS	RESPONSES
Generally interested in a refresher of snow/ice. How much of spending is Town personnel versus private contractors? Are rates for private contractors relatively static? Is it usually the same contractors? How many miles of road to clear in a storm? And, how much is Town personnel versus private?	This might be better discussed when we meet.
How does the Town monitor private contractors? Is there a general operating procedure that governs frequency that Town or contractors plow each street during a storm?	We have DPW staff monitor the work throughout the storm event. Each storm is different and our direction to them varies.
Budgeting about \$40,000 above the ten-year average.	Costs are accelerating rapidly for contractors and labor.
How much have we expended on snow and ice so far in FY23?	<p>As of March 1, the Town had expended about \$700,000 of its FY23 snow and ice budget. While there have been fewer plowable snow events, we have been spending on salt and sand for ice events. A lot of contractors are used for salting. We are also paying more for salt and contracted plows.</p> <p>In the past, there were 45-50 private contractors, last year there were 35. Staff is not required to plow, they receive double-time when they do.</p> <p>FY21 actual: 1,220,622 FY22 actual: 1,178,036 FY23 budget: 1,172,013 FY24 budget: 1,172,013</p>

Commented [JR23]: Request from Mike: Rates for private contractors

Commented [JR24]: Request from Mike: Spreadsheet for salting per inch of snow

Commented [JR25]: Request from Mike: year-to-date of snow costs, if available

Highway

FINCOM QUESTIONS	RESPONSES
Overview.	<p>The Highway Division responsibilities include:</p> <ul style="list-style-type: none"> Maintenance and repairs to Town streets and parking lots, including paved surfaces, curbs, sidewalks, shoulders, guard rails, bridges, stairs,

	<p>and grass edges.</p> <ul style="list-style-type: none"> • Maintenance and installation of traffic lines, traffic and parking signs. • Maintenance and repairs to Town drainage systems including pipes, culverts, catch basins, manholes, and waterways (both concrete and vegetated channels). • Street sweeping services. • Oversight of Solid Waste services including trash/recycling collections, bulky items collection /disposal, waste fill disposal, and hazardous waste programs.
General interest in different line items, such as temp salaries.	Temp salaries are for summer help.
Four vacancies. How does this impact the department's mission?	This impacts our ability to staff snow response in the winter and perform sidewalk/street work in the summer.
Does "auto/gas" reflect only Highway Department costs? Has this been impacted by closure of fueling station on Grove Street? How have fluctuations in gas prices impacted this item?	This line covers all fuel used by DPW. When we have our pumps at DPW working we get a contracted price for the year. When we use the pumps we pay the price at the pump (minus some taxes).
Two line-items for heating fuel. One is not budgeted for FY23, FY24. Can you explain?	The unbudgeted line is where we track fuel use at the cemetery. It is covered by the other line we were just looking to track use.
What are "other supplies?" Actuals for FY21, FY22 fluctuate, and are both less than FY24.	These are materials used for sidewalk/catch basin/manhole repairs. Due to vacancies we have done less in the past year.
Confirming that operations manager \$3,000 stipend for fuel depot is for compliance with state/federal regulations.	The stipend covers the cost to maintain records and paperwork to be in compliance.
Mendez salary decreases by \$4,000?	This position was filled last year and the starting salary was lower than budgeted.
We understand that you hire outside contractors for sidewalk replacement. Do	Some sidewalk work is done in house. Typically the smaller segments. All

Commented [SB26]: I think we are following up with Julie?

we do any sidewalk work in-house? Do we do all our street resurfacing in-house or is that contracted out as well?	major roadwork is performed by contractors.
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Motor equipment repair

FINCOM QUESTIONS	RESPONSES
Can you introduce the work of Motor equipment repair? What are its key functions?	The Motor Equipment Repair (MER) Division maintains a fleet of over 150 Town vehicles. Tasks include preventative maintenance, breakdown repairs, and tire management.
What is the age and size of the fleet? Do you have an asset management system to plan replacement and repair?	The fleet is significant and made up of all different ages. I can provide a list if desired. Mike meets with division heads to discuss what needs to be replaced. Hoping to get fleet management software after they get into new DPW building. Hopeful that a washing station in the new building will help prolong the life of vehicle fleet.
Budgeting more for overtime, and less for out-of-grade pay, than actuals for FY21, FY22. Can you explain?	FY22 was a unique year in that the Supervisor was out for an extended period and the individual filling in was paid "out of grade." In general, these funding requests are based on historical averages.
What are "other supplies?" We budget less than actuals for FY21, FY22. Will \$125,000 be sufficient?	These are costs for vehicle parts/tires, etc. The requested funding will be enough.
Latest generation of vehicles have more technology. How much of motor vehicle repair is done in-house versus with outside contractors? Is it common for municipalities to do this work in-house?	It is very common to have in house vehicle maintenance. Some of the more technology heavy problems are outsourced but most maintenance can be performed by staff.

Street lighting/traffic signals

FINCOM QUESTIONS	RESPONSES
We understand that the Town maintains the poles, while an outside vendor (Siemens) maintains the lights. Is that accurate?	Just about everything related to lighting is performed by outside vendors.
Are all the streetlights and traffic lights LED?	Yes,
Why is maintenance for streetlights budgeted below actuals for FY21, FY22?	We had some special projects in those years. Replacing pedestrian lights in the center of the Town and in Brattle Square.

Commented [SB27]: Rob said that some of the pedestrian lighting is not LED. I think we save that for the Facilities discussion.

<p>Per Julie Wayman, electricity for streetlights is paid for “outside of the Town electricity contract and subject to market increases.” No similar increase to traffic signal electricity costs. Can you explain?</p>	<p>The last three questions I need to further review with Julie and the Town’s Energy Manager. It is my understanding that we are transitioning Streetlight and Traffic Signal costs to the Town’s Municipal electricity contract (which is currently more advantageous than the Community Aggregation Program). Even still, costs have risen which accounts for the increase in the budget line.</p> <p>From Talia (via Jennifer):</p> <p>This may prompt a longer conversation, but in short, our municipal electricity contract simply meets the state requirements – as in, we are not purchasing extra renewable energy credits on top of those requirements, as we do for ACE in order to offer different renewable options. This is something we need to think about going into our next municipal contract. Our current contract ends at the end of 2024, so we have a bit of time, but it’s something that’s on the CEFC’s radar for sure for the coming year. The contract works similarly to our ACE contract in that purchasing in bulk is what allows us to attain better prices, which are better than ACE’s current prices because of when we secured them (prior to all this market volatility).</p> <p>.....</p> <p>Ahh. It seems that they are cheaper primarily because of when the contract started. The recent ACE contract was just renegotiated, which means there was a big jump (similar to what happened with Eversource).</p>
<p>Does the Town pay a different electric rate for streetlights than it does for other municipal buildings?</p>	
<p>What rate(s) is the Town currently paying for electricity, and is it a different rate/program than the Town’s Community Aggregation Program? If so, how was the Town’s electricity supply contract procured?</p>	

Jordan Remy

Town of Arlington Finance Committee

General Questions

- What rate(s) is the Town currently paying for electricity, and is it a different rate/program than the Town's Community Aggregation Program? If so, how was the Town's electricity supply contract procured?

Facilities

- 5202 Professional Maintenance: What is the \$43,385 increase in expenses for? How are expenses in this line item different than in the Capital Plan?
- 5810 Green Repairs: Are there grants the department is currently pursuing, and does the Town expect to expend and this in FY24?
- 5827 Professional Services: Why does the department need outside assistance? What types of procurement does the department require assistance for, and does the Purchasing Department assist with these?

DPW

Natural Resources

- What open spaces are does Natural Resources service?
- 5236 Other Purchased Services: I understand this is for holiday lights. Does this cover any other services?
- 5290 Tree Pest Management: How many and what kind of trees are services?
- 529907 Historic Sculpture Maintenance: I understand this is for services performed on the Sam Wilson statue. What services are performed?

Engineering

- 5103 Overtime: What circumstances have required employees to work overtime?
- 5111 Double Time: What circumstances have led to double-time?

DPW Admin

- 5209 In-State Travel: Is this for personal use of vehicles? Who submits for in-state travel, and what types of trips are taken?

Snow and Ice

- How many town road miles are there, and how many are we responsible for plowing?

Street lights

- Does the Town pay a different electric rate for streetlights than it does for other municipal buildings?

Snow & Ice					
Fiscal Year	Actual Expenditure	10-year average	75% of 10-year average	80% of 10-year average	FY24 compared to 10-year average
2022	\$ 1,178,036				
2021	\$ 1,220,622				
2020	\$ 927,412				
2019	\$ 1,419,890				
2018	\$ 1,782,552	\$ 1,420,430	\$1,065,323	\$1,136,344	82.51%
2017	\$ 1,377,920				
2016	\$ 991,440				
2015	\$ 2,217,928				
2014	\$ 1,693,641				
2013	\$ 1,394,862				

FY24 Budget Request = \$1,172,013

FinCom Policy : Budget 75% to 80% of the town's 10-year rolling average of actual expenditures on snow and ice removal.

Section 31D of General Laws chapter 44 permits municipalities to deficit spend for snow and ice removal. In order to deficit spend, the appropriation in the year the deficit occurred must equal or exceed the appropriation for snow and ice removal in the prior fiscal year.

Buildings Under the Authority and Jurisdiction of the Town Manager					
Building	Address	Admin/Payer	Square Footage	Jurisdiction	Oversight Responsibility
Town Hall & Annex	730 Mass Ave	Sabrina Homem	45,612	Town Manager	Town Manager/Facilities Director
Jarvis House	50 Pleasant Street	Sabrina Homem	2,809	Town Manager	Town Counsel/Facilities Director
Whittemore Robbins House	670R Mass Ave	Kim Lanteigne	6,720	Town Manager	HHS Director
Robbins Cottage			1,236	Town Manager	HHS Director
Carriage House			1,400	Town Manager	HHS Director
Mt. Gilboa House	1 Gilboa Road	Sabrina Homem	1,960	Town Manager	Facilities Director
Ryder Street Garage			5,292	Town Manager	DPW Director
Ed Burns Arena	422 Summer St	Linda Kirchner	25,680	Town Manager	Recreation Director
Bath & Pump Houses - Reservoir		Linda Kirchner	815	Town Manager	Recreation Director
Park Circle Fire Station	291 Park Ave	Patti MacLean	2,700	Town Manager	Fire Chief
Highland Fire Station	1007 Mass Ave	Patti MacLean	6,503	Town Manager	Fire Chief
Central Fire Station	411 Mass Ave	Patti MacLean	12,738	Town Manager	Fire Chief
Community Safety Building / Police	112 Mystic St	Elena Bartholomew	20,780	Town Manager	Police Chief
Robbins Library	700 Mass Ave	Liz Dellano	46,003	Town Manager	Director of Libraries
Fox Library	175 Mass Ave	Sabrina Homem	6,683	Town Manager	Director of Libraries
Dallin Library Building			4,164	Town Manager	Facilities Director
DPW Bldg A - Admin/Engineering/Inspections	55 Grove St	Mary Ellen DeNatale	16,608	Town Manager	DPW Director
DPW Bldg B - Admin Offices/Assembly Hall		Mary Ellen DeNatale	8,568	Town Manager	DPW Director
DPW Bldg C - Maintenance Garage		Mary Ellen DeNatale	40,000	Town Manager	DPW Director
DPW Bldg D - Snow Fighting Garage		Mary Ellen DeNatale	6,402	Town Manager	DPW Director
DPW Bldg E - Small Salt Shed		Mary Ellen DeNatale	2,304	Town Manager	DPW Director
DPW Bldg G - Large Salt Shed		Mary Ellen DeNatale	N/A	Town Manager	DPW Director
Transfer Station		Mary Ellen DeNatale	1,332	Town Manager	DPW Director
Cemetery Building - Chapel & Office		Mary Ellen DeNatale	2,016	Town Manager	DPW Director
Cemetery Garage		Mary Ellen DeNatale	825	Town Manager	DPW Director

Buildings Under Shared Authority and Jurisdiction (Town owned, School/Private Occupancy)					
Building			Square Footage	Jurisdiction	Oversight Responsibility
Parmenter School	17 Irving Street	Sabrina Homem	27,616	Town/School	Facilities Director

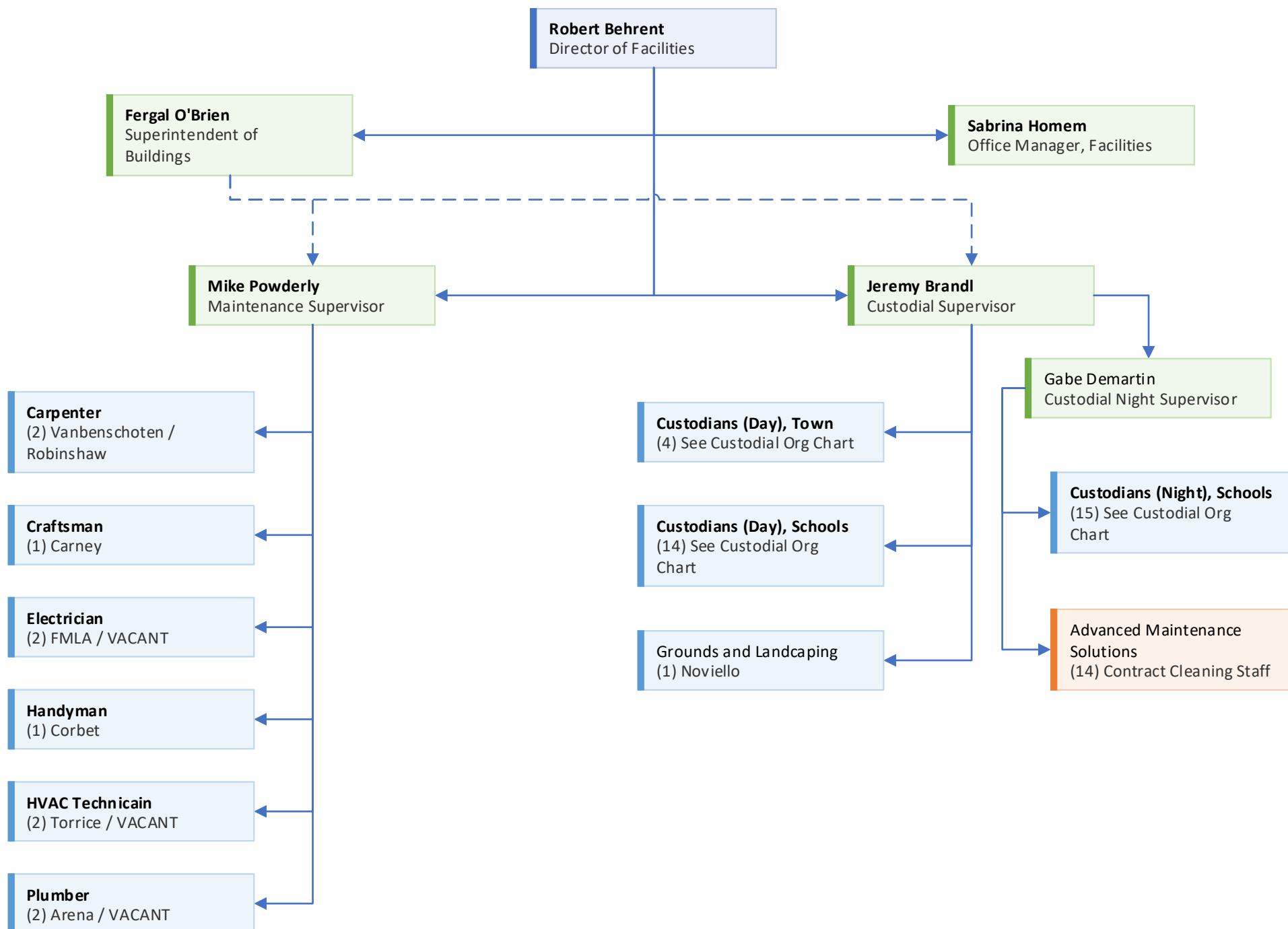
Buildings Under the Authority and Jurisdiction of the Arlington Redevelopment Board (ARB)					
Building			Square Footage	Jurisdiction	Oversight Responsibility
Central School	20 Academy Ave / 27 Maple	Mary Muszynski	18,746	ARB	Director of Planning
23 Maple Street	23 Maple Street	Mary Muszynski	4,760	ARB	Director of Planning
Jefferson Cutter House	611 Mass Ave	Mary Muszynski	3,444	ARB	Director of Planning

Buildings Under the Authority and Jurisdiction of the School Committee					
Building			Square Footage	Jurisdiction	Oversight Responsibility
Bishop Elementary School	25 Columbia Avenue	Sabrina Homem	51,367	School Committee	School CFO/Facilities
Brackett Elementary School	66 Eastern Avenue	Sabrina Homem	57,670	School Committee	School CFO/Facilities
Dallin Elementary School	185 Florence Avenue	Sabrina Homem	68,578	School Committee	School CFO/Facilities
Hardy Elementary School	52 Lake Street	Sabrina Homem	55,107	School Committee	School CFO/Facilities
Peirce Elementary School	85 Park Avenue	Sabrina Homem	48,500	School Committee	School CFO/Facilities
Stratton Elementary School	180 Mountain Ave	Sabrina Homem	63,300	School Committee	School CFO/Facilities
Thompson Elementary School	187 Everett Street/ 60 N Union St	Sabrina Homem	59,000	School Committee	School CFO/Facilities
Ottoson Middle School	63 Acton St	Sabrina Homem	154,380	School Committee	School CFO/Facilities
Arlington High School	869 Mass Ave	Sabrina Homem	394,106	School Committee	School CFO/Facilities
Gibbs Middle School (6th Grade)	41 Foster Street	Sabrina Homem	53,769	School Committee	School CFO/Facilities
Spy Pond Field House			870	School Committee	School CFO/Facilities

Total Square Footage

1,330,363

Facilities Department Organizational Chart



Facilities FY24 Budget Questions - Rob Behrent

Jennifer Susse

Jordan Remy

Shane Blundell

Department Mission

Finance Committee	Responses
Can you talk about the role of the department?	Rob Behrent is the new Facilities Director. He has been on the job nine months.
What are its priorities for FY24 and the long-term?	<p>One of the major priorities is bringing online an asset management system. The system was rolled out to the Town in January, and scheduled to add APS the week of March 6. This is an online portal that allows departments to fill out work tickets for problems, like a leaky pipe, or to convey wish lists, like a wall that needs to be painted. Facilities staff can also enter into system time spent on repairs, maintenance.</p> <p>Only a handful of employees are paid out of the Facilities budget. But, 10 maintenance positions at APS – and supported by APS – report to the Facilities Department. This includes positions like carpenters, plumbers and HVAC technicians. The department, like other employers, has had challenges filling positions. Construction industry jobs pay more. Currently, 4/10 maintenance positions for APS are vacant. Have discussed with Mike Mason, CFO for APS, whether we could increase rates to attract candidates. Another 32 custodians across other Town budgets report to Facilities.</p>
How many assets is the department responsible for?	The Facilities Department is responsible for 31 Town and APS buildings and 707 pieces of equipment owned by APS. It will eventually be responsible for maintenance of between 1,500 to 2,000 pieces of equipment across the Town and APS. Equipment includes things like air handlers, refrigerators and boilers.

Commented [SB1]: Rob will send a list of vehicles, buildings under supervision of Facilities Department. He will also provide an organizational chart.

<p>The Town has two major capital projects underway – the high school and new DPW building – what has the Facilities department been doing to ensure these assets will be maintained?</p>	<p>Facilities hired a consultant to determine appropriate maintenance staffing levels for the size of the Arlington High School, and to keep it cleaned and maintained at a sufficient level.</p> <p>The new DPW building will be added to Facilities’ asset management system.</p>
<p>We understand that Facilities budget newly supports maintenance of DPW building, Central School, 23 Maple St. and Jefferson Cutter House for FY24. Can you walk us through the increases in the Facilities budget, and connect them to the department’s new responsibilities?</p> <p>Were these costs in other departments for previous budgets, e.g. schools or DPW?</p> <p>Which town buildings are under your control and which are not?</p>	<p>DPW, Police and Fire still control some of their own maintenance.</p>
<p>Can you talk about the Arlington Maintenance Policy and Plan?</p> <p>What systems does (or will) the Town have in place to ensure timely maintenance of assets?</p>	
<p>We’re a few years into the Facilities consolidation. Is it working?</p>	

Commented [SB2]: I have a note here to check with Julie about how much money went to Facilities for preventative maintenance.

<p>Is it saving money while also providing required maintenance?</p> <p>Are there any pain points and if so, are there measures to relieve them?</p> <p>What changes would you recommend?</p>	
<p>Based on meetings with Police and Fire, there still appear to be some blurred lines of responsibility - can these be clarified?</p>	

Staffing

Finance Committee	Responses
<p>Facilities has four full-time employees, and two less than full-time employees. How does department meet its responsibilities?</p> <p>Do staff in other Town departments report to Facilities?</p> <p>Do we contract with outside vendors?</p> <p>Will more staff eventually be under Facilities budget?</p>	See above.
<p>Generally interested in refresher for different line items (overtime v. double time, out of grade pay, clothing, longevity).</p>	
<p>Overtime substantially higher than FY21, FY22 actuals.</p>	

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Utilities/Clean energy

Finance Committee	Responses
Budgeting \$20,000 in FY23 and FY24 for green repairs. Yet no spending for FY21, FY22. Why do we continue to carry this cost? Are there grants the department is currently pursuing, and does the Town expect to expend and this in FY24?	Facilities plans to install LED pedestrian lights, smart lights in buildings.
What rate(s) is the Town currently paying for electricity, and is it a different rate/program than the Town’s Community Aggregation Program? If so, how was the Town’s electricity supply contract procured?	
Where does the revenue from solar panels go? General receipts?	

Can you verify whether the Town has ever employed an energy efficiency staffer to help make our buildings greener and look for cost efficiencies? If yes, was this supported by Facilities or some other department?	
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Miscellaneous

Finance Committee	Responses
Fox, Mt. Gilboa no spending for these line items. Why are these still here? What is the plan for Mt. Gilboa?	The Town no longer wants to rent out the facility. It is currently vacant. They have had problems with squatters on the property. They are storing some vehicles there during the DPW building construction.
What are “professional services?” Does this support work by Town employees or outside vendors? Why does the department need outside assistance? What types of procurement does the department require assistance for, and does the Purchasing Department assist with these?	Repair and maintenance includes \$1800 for Mt. Gilboa (I forget for what reason), \$4868 for materials and labor at 23 Maple Street and ...
Professional maintenance. Why the \$43,385 increase in expenses? How are expenses in this line item different than in the Capital Plan?	The \$43,385 increase in expenses is attributable to maintenance and service of an emergency generator at the DPW yard. The increase is also attributable to the new DPW building: water treatment services, maintenance of fire

	detection/suppression services, inspection/maintenance of an elevator, bathroom consumables (toilet paper, towels for hand drying, cleaning services. All provided by outside vendors.
Handful of line items that remain, yet \$0 spending.	
Explain the school offset.	
Do you know if a new ADA-compliant automatic door was installed in the Select Board's Meeting Room area recently (i.e., in this current fiscal year)? It appears that a door was purchased/installed to the tune of about \$3,500. It looks like this may have come from the Disabilities Commission budget.	

Commented [SB3]: What are other services covered here?

Commented [SB4]: Check with Julie.

Commented [SB5]: Rob has no information about this. We will check with Julie.

Facilities Budget

Rob Behrent

Big Picture

Rob has been the director for less than a year. The facilities department oversees 31 buildings (town and school) and 707 pieces of equipment (mostly at the schools). The Town has another 1000-1300 pieces of equipment that will likely be covered by the facilities department in the future.

For departments whose budgets Facilities doesn't control (e.g., DPW, Fire, and Police) send over invoices after repairs. The fire and police department did have small budget transfer to the facilities department, but only to cover established maintenance contracts.

Current Focus - Employees have a right to work in buildings that are safe and comfortable.

The facility department's current focus is to implement appropriate policies and procedures. In some cases there were already good procedures on the books, but compliance slipped during the pandemic.

They have recently rolled out the upgrades to their CMS (Computer Management System), which is a ticket management software known by various names (Dude Solutions or Asset Essentials).

They have also recently initiated monthly meetings with all departments—e.g., school principals—to hear about issues.

What Does the Facilities Department Cover?

They are in charge of all school and town buildings, though in some cases the budget lines for those buildings are still in another department. They are also in charge of snow removal for all school lots, and for some town lots.

Savings

Rob doesn't believe that we have realized any savings yet but he sees potential for savings in the future. For example, careful monitoring of our energy use to e.g., ensure that outside lights are turned off during the day and the heating systems are set back on evenings and weekends can yield savings. Furthermore, longer term preventative maintenance will hopefully enable us to keep our equipment working for longer.

Mt. Gilboa

Maintenance costs of \$1800 were moved to 5269, Repair and Maintenance. Mt. Gilboa had some squatters on it earlier but that is now under control. The facilities department is currently housing their equipment on that lot. Later some of the equipment can be stored at the new DPW. Other equipment will have to be stored elsewhere (possibly at Ryder).

What happens to Mt. Gilboa is in the planning department's hands. He believes that they are doing some community outreach on this.

High School

They have engaged APPA (Association of Physical Plant Administrators) to survey the H.S. and recommend staffing levels. APPA will suggest several staffing levels at different cleanliness levels.

The school budget recently added a BMS Manager (Building Management System) position who will monitor energy use to ensure that there is less waste and to review bills to make sure they are accurate. This monitoring will ultimately result in savings. Rob's expectation is that the BMS manager will help with energy use for non-school buildings as well.

Other School

Facilities is managing the \$2M in ARPA funding to add air conditioning (with rooftop handlers) to Dalin, Hardy, and Bishop (and Thompson?—Thompson is in the Capital Plan).

School Offset covers his and Talia's salaries.

Pain Points

The major pain points are similar to what we saw with Public Works, which is the difficulty hiring people at the salaries we are offering.

Green Repair Money

The money wasn't spent in the past because the town was able to get grants for things like LEDs and Smart Lights. Now those grants have gone away but we still have some incandescent lights that need to be replaced and we still need more Smart Lights (e.g., lights that turn on automatically from dusk to dawn).

Intends to work closely with Talia Fox, who currently reports to planning. Talia has successfully gotten grants to add solar panels at the H.S. parking lot, for additional car chargers, and for electric school buses.

Line Items

5202 Professional Maintenance: Almost entirely for professional contracts. Additional \$43,385 is for the new DPW facility: \$24,000 to cover night cleaning, the rest is for contracts for an additional elevator, fire detection, water treatment, emergency generators, and supplies (cleaning, paper, etc.) of the new facilities building.

5211 Electricity: Added costs for DPW and 27 Maple Street

5214 Natural Gas: Added costs for DPW and Town Hall snow melt system

5269 Repair and Maintenance: Added costs for 23 Maple Street (\$4868), Mt. Gilboa (\$1800), and 27 Maple Street (\$20,967 for ???)

FY2024 WS Budget final with adjusted insurance numbers 3 27 2023

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
6505006 SEWER COLLECTION SYSTEM						
5101 DPW STAFF INDIRECT CHARGES	571,994	593,472	589,876	624,680	34,804	5.90%
SUBTOTAL SEWER COLLECTION SYSTEM		593,472	589,876	624,680	34,804	5.90%
6505013 INDIRECT CHARGES - SEWER						
5701 WORKERS COMP COST	-	66	6,000	6,000	-	0.00%
5702 UNEMPLOYMENT COMPENSATION	-	-	1,500	1,500	-	0.00%
5707 RETIREMENT COSTS	672,070	712,883	739,497	771,272	31,775	4.30%
5713 HEALTH BENEFITS	282,665	323,165	306,083	271,424	(34,659)	-11.32%
5903 INDIRECT COSTS	359,936	383,433	383,925	391,985	8,060	2.10%
6505013 SUBTOTAL INDIRECT CHARGES - SEWER	1,314,671	1,419,547	1,437,005	1,442,181	5,176	0.36%
6505082 SEWER COLLECTION EXPENSES						
5202 CONTRACTED SERVICES	93,582	15,327	75,000	75,000	-	0.00%
5211 ELECTRICITY	14,096	19,939	29,000	29,000	-	0.00%
5218 TRAINING	-	-	2,000	2,000	-	0.00%
5224 MATERIALS AND SUPPLIES	21,757	13,790	24,000	24,000	-	0.00%
6505082 SUBTOTAL SEWER COLLECTION	129,435	49,056	130,000	130,000	-	0.00%
6505011 MWRA ASSESSMENT - SEWER						
5630 MWRA ASSESSMENT	8,872,540	9,124,432	9,534,574	9,540,188	5,614	0.06%
6505011 SUBTOTAL MWRA ASSESSMENT - SEWER	8,872,540	9,124,432	9,534,574	9,540,188	5,614	0.06%

FY2024 WS Budget final with adjusted insurance numbers 3 27 2023

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
6505002 SEWER DEBT SERVICE/SEWER CAPITAL						
5760 SEWER DEBT SERVICE - NON MWRA P & I	345,250	345,250	244,349	325,214	80,865	33.09%
5761 SEWER DEBT SERVICE - MWRA LOAN PROGRAM	58,031	50,231	146,072	166,072	20,000	13.69%
6505002 SUBTOTAL DEBT SERVICE/SEWER CAPITAL	403,281	395,481	390,421	491,286	100,865	25.83%
6505003 SEWER REHAB						
5580 SEWER REHAB	38,672	137,278	100,000	100,000	-	0.00%
6505003 SUBTOTAL SEWER REHAB	38,672	137,278	100,000	100,000	-	0.00%
TOTAL SEWER COLLECTION SYSTEM	10,758,599	11,719,267	12,181,876	12,328,335	146,459	1.20%
6505007 STORM SEWERS COLLECTION SYSTEM						
5202 CONTRACTED SERVICES	4,000	64,844	71,000	71,000	-	0.00%
5224 MATERIALS AND SUPPLIES	2,569	-	5,000	5,000	-	0.00%
5580 REHAB STORM SEWERS	40,780	67,481	350,000	400,000	50,000	14.29%
6505007 TOTAL STORM SEWERS COLLECTION	47,349	132,325	426,000	476,000	50,000	11.74%

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	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
6505502 WATER DISTRIBUTION SYSTEM						
5101 SALARIES & WAGES	913,629	854,833	1,073,989	1,124,103	50,114	4.67%
5102 SALARIES & WAGES - TEMP	-	-	5,000	5,000	-	0.00%
5103 OVERTIME	186,230	236,275	197,879	203,815	5,936	3.00%
5111 DOUBLE TIME	61,908	61,384	56,537	58,233	1,696	3.00%
5119 OUT OF GRADE PAY	5,915	7,908	7,001	7,211	210	3.00%
5141 CLOTHING ALLOWANCE	5,250	4,200	6,300	6,300	-	0.00%
5156 LONGEVITY	12,037	6,299	6,770	4,946	(1,824)	-26.94%
5160 CLEANING ALLOWANCE	690	850	850	850	-	0.00%
5260 STIPENDS	21,240	21,600	20,800	36,400	15,600	75.00%
6505502 SUBTOTAL WATER DISTRIBUTION	1,206,899	1,193,348	1,375,126	1,446,859	71,732	5.22%
6505513 INDIRECT CHARGES - WATER						
5701 WORKERS COMP COST	-	-	1,000	1,000	-	0.00%
5702 UNEMPLOYMENT COMPENSATION	-	-	1,000	1,000	-	0.00%
5707 RETIREMENT COSTS	672,070	712,883	739,497	771,272	31,775	4.30%
5713 HEALTH BENEFITS	282,665	323,165	306,083	271,424	(34,659)	-11.32%
5903 INDIRECT COSTS	359,934	383,433	383,925	391,985	8,060	2.10%
6505513 SUBTOTAL INDIRECT CHARGES - WATER	1,314,669	1,419,481	1,431,505	1,436,681	5,176	0.36%
6505582 WATER DISTRIBUTION						
5202 CONTRACTED SERVICES	137,005	153,193	216,200	216,200	-	0.00%
5218 TRAINING	1,235	4,801	5,000	5,000	-	0.00%
5224 MATERIALS AND SUPPLIES	185,614	206,188	227,755	227,755	-	0.00%
6505582 SUBTOTAL WATER DISTRIBUTION	323,854	364,181	448,955	448,955	-	0.00%

FY2024 WS Budget final with adjusted insurance numbers 3 27 2023

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
6505511 MWRA ASSESSMENT - WATER						
5630 MWRA ASSESSMENT	5,627,090	5,958,052	5,698,095	5,720,769	22,674	0.40%
6505511 SUBTOTAL MWRA ASSESSMENT - WATER	5,627,090	5,958,052	5,698,095	5,720,769	22,674	0.40%
TOTAL WATER DISTRIBUTION SYSTEM	8,472,512	8,935,063	8,953,681	9,053,264	99,582	1.11%
6505504 WATER/SEWER PROPERTIES						
5101 SALARIES & WAGES	571,994	593,472	589,876	624,680	34,804	5.90%
6505504 SUBTOTAL WATER/SEWER PROPERTIES	571,994	593,472	589,876	624,680	34,804	5.90%
6505506 REHAB WATER SYSTEM CAPITAL						
5580 REHAB WATER MAINS	-	817	100,000	100,000	-	0.00%
6505506 SUBTOTAL REHAB WATER SYSTEM CAPITAL	-	817	100,000	100,000	-	0.00%
6505509 WATER DEBT SERVICE DEBT/WATER CAPITAL						
5760 WATER DEBT SERVICE - MWRA LOAN PROGRAM	745,600	840,600	1,035,000	1,080,000	45,000	4.35%
6505509 SUBTOTAL DEBT SERVICE/CAPITAL	745,600	840,600	1,035,000	1,080,000	45,000	4.35%
6505514 WATER/SEWER PROPERTIES						
5211 ELECTRICITY	18,832	23,172	28,600	28,600	-	0.00%
5214 NATURAL GAS	26,453	25,428	35,000	35,000	-	0.00%
5530 GREAT MEADOWS EXPENSES	2,048	2,048	4,000	4,000	-	0.00%
6505514 SUBTOTAL WATER/SEWER PROPERTIES	47,333	50,648	67,600	67,600	-	0.00%

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	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
6505516 WATER DEBT SERVICE DEBT/WATER CAPITAL						
5760 WATER DEBT SERVICE - PRINCIPAL & INTEREST	165,000	215,513	350,165	469,286	119,121	34.02%
6505516 SUBTOTAL DEBT SERVICE/CAPITAL	165,000	215,513	350,165	469,286	119,121	34.02%

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	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
6505519 HYDRANT REPLACEMENT PROGRAM						
5830 HYDRANT & VALVE REPLACEMENT PROGRAM	2,395	6,626	50,000	50,000	-	0.00%
6505519 SUBTOTAL HYDRANT REPLACEMENT	2,395	6,626	50,000	50,000	-	0.00%
6505520 SMALL EQUIPMENT						
5890 SMALL EQUIPMENT	5,000	2,240	5,000	5,000	-	0.00%
6505520 SUBTOTAL SMALL EQUIPMENT	5,000	2,240	5,000	5,000	-	0.00%
6505522 WATER CAPITAL EQUIP						
5851 CAPITAL EQUIP	27,282	137,664	-	-	-	#DIV/0!
6505522 SUBTOTAL WATER CAPITAL EQUIP	27,282	137,664	-	-	-	#DIV/0!
6505523 WATER CAPITAL 1 TON D						
5850 TRUCK	46,115	-	124,500	75,000	(49,500)	-39.76%
6505523 SUBTOTAL WATER CAPITAL 1 TON D	46,115	-	124,500	75,000	(49,500)	-39.76%

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	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
TOTAL WATER DISTRIBUTION SYSTEM	1,610,719	10,782,643	11,275,822	11,524,830	149,425	1.33%
PERSONNEL SERVICE SUMMARY	2,350,887	2,380,292	2,554,878	2,696,219	141,341	5.53%
EXPENSES SUMMARY	547,972	596,211	1,072,555	1,122,555	50,000	4.66%
MWRA ASSESSMENT	14,499,630	15,082,484	15,232,669	15,260,957	28,288	0.19%
INDIRECT CHARGES	719,870	766,866	767,850	783,970	16,120	2.10%
CAPITAL AND DEBT	1,433,344	1,736,219	2,155,086	2,370,572	215,486	10.00%
HEALTH INSURANCE	565,330	646,330	612,166	542,848	(69,318)	-11.32%
RETIREMENT	1,344,140	1,425,766	1,478,994	1,542,544	63,550	4.30%
WORKERS COMP/UNEMPLOYMENT	-	66	9,500	9,500	-	0.00%
TOTAL EXPENSES	21,461,173	22,634,235	23,883,698	24,329,165	445,467	1.87%
TOTAL REVENUES	(23,909,538)	(23,588,928)	(23,883,698)	(24,329,165)	(445,467)	1.87%
BALANCE	(2,448,365)	(954,693)	-	-	-	0.00%
WATER/SEWER ENTERPRISE						
4972 TRANSFER FROM GENERAL FUND	(3,691,454)	(1,845,727)	-	-	-	0.00%
412200 TAX LIENS	(19,661)	-	-	-	-	0.00%
421000 USER CHARGES RECEIVABLE	(19,832,805)	(21,372,698)	(23,193,698)	(23,959,165)	(765,467)	3.30%
421100 WATER LIENS	(172,696)	(200,462)	(200,000)	(200,000)	-	0.00%
421900 INTEREST & PENALTIES	(70,931)	(50,054)	(50,000)	(50,000)	-	0.00%
422800 PERMITS	(74,300)	-	-	-	-	0.00%
422900 CONNECTION FEES	(18,650)	(119,987)	(120,000)	(120,000)	-	0.00%
4800 AMR	(21,230)	-	-	-	-	0.00%
4840 RECEIPTS	(1,272)	-	-	-	-	0.00%
484000 FEES	(6,540)	-	-	-	-	0.00%
USE OF RETAINED EARNINGS			(320,000)	-	320,000	-100.00%
TOTAL WATER/SEWER REVENUE	(23,909,538)	(23,588,928)	(23,883,698)	(24,329,165)	(445,467)	1.87%

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FY 2024 SALARY DETAIL			FY2024							FY2023	FY2024				
WATER & SEWER	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
MOUNT	STONEKING	SUPERVISOR WATER AND SEWER	1.00	SEIU	9	8	8	65,514	87,749	81,707	84,769	84,769	0	848	85,617
SEARS	BAKER	WORKING FOREMAN WATER/SEWER	1.00	MC	8	6	6	55,403	70,936	63,642	68,372	68,372	0	0	68,372
SHAW, SR		WORKING FOREMAN WATER/SEWER	1.00	MC	8	6	6	55,403	70,936	63,642	68,372	68,372	0	300	68,672
ESCOBAR	LARSON	ACCOUNTANT/OPERATIONS ASSIST	1.00	OFFA	6	6	6	48,373	65,753	59,058	57,944	55,888	2,056	0	57,944
GRENIER	LUBAO	WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	3	3	53,817	68,930	51,845	58,097	55,903	2,194	0	58,097
GILLIS		MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	6	3	3	51,558	66,135	49,653	55,642	53,600	2,042	0	55,642
DEVLIN		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	7	7	53,817	68,930	61,826	68,930	68,930	0	700	69,630
VACANT	O'CONNELL	MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	6	7	7	51,558	66,135	59,257	66,135	66,135	0	0	66,135
SCHANDA		WATER ACCOUNT CLERK	1.00	ATP	3	8	8	49,694	67,525	60,676	65,084	65,084	0	900	65,984
VACANT		WATER METER TECHNICIAN	1.00	MC	5	3	3	48,864	62,732	45,310	52,796	50,863	1,933	0	52,796
DARDONIS		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	6	6	53,817	68,930	61,826	66,439	66,439	0	500	66,939
VACANT	INTERRANTE	WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	7	7	53,817	68,930	61,826	68,930	68,930	0	0	68,930
VACANT	SKERRY	WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	6	6	53,817	68,930	61,826	66,439	66,439	0	0	66,439
VACANT	SEARS	WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	6	6	53,817	68,930	61,826	66,439	62,767	3,672	0	66,439
SHEPARD		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	7	7	7	53,817	68,930	61,826	68,930	68,930	0	500	69,430
DANTON		WATER/SEWER ACCOUNT MANAGER	1.00	SEIU	5	7	7	56,006	75,017	65,320	69,849	67,322	2,527	698	70,547
INTERRANTE		WORKING FOREMAN WATER/SEWER	1.00	MC	8	7	7	55,403	70,936	48,901	70,936	69,654	1,282	500	71,436
TAXATION TOTAL:			17.00							1,019,967	1,124,103	1,108,397	15,706	4,946	1,129,049

**W/S Offsets Calculated
for Other Support Departments and Other DPW Divisions
FY24**

Recommended percentages from Powers and Sullivan study.

Other Town Department Offsets

		FY-23 Voted Budget	Recommended Offset Percent	FY-24 Offset
1)	Postage	226,892	17.29%	39,235
2)	Select Board	417,927	5.89%	24,615
3)	Town Manager	998,002	19.11%	190,715
4)	Human Resources	389,276	4.83%	18,788
5)	Information Technology	1,351,997	18.11%	244,855
6)	Comptroller	376,027	8.36%	31,448
7)	Treasurer/Collector	841,534	13.89%	116,889
8)	Legal	612,355	19.18%	117,424
9)	Total 1) - 8)			783,969
10)	Sewer Indirect (50% of #9)			391,985
11)	Water Indirect (50% of #9)			391,985

Other DPW Division Offsets

		FY-23 Voted Budget	Recommended Offset Percent	FY-24 Offset
12)	Administration	628,355	50.00%	314,178
13)	Engineering	457,178	62.00%	283,450
14)	Highway (without S.Waste)	2,279,704	20.00%	455,941
15)	MER	652,635	30.00%	195,791
16)	Total 12) - 15)			1,249,360
17)	W/S Sewer Wages Offset (50% of #16)			624,680
	W/S Sewer Wages Offset (50% of #16)			624,680

Retirement Offsets Calculated FY-24

	Current	Recommended	FY-24
	Retirement Cost	Offset Percent	Offset
1)			
2) Select Board	308,892	0.1470	45,409
3) Town Manager	193,058	0.1470	28,381
4) Personnel	77,223	0.1470	11,352
5) Information Technology	115,835	0.1470	17,029
6) Comptroller	501,950	0.1470	73,790
7) Treasurer/Collector	540,561	0.1470	79,466
8) Legal	115,835	0.1470	17,029
9) Facilities	77,223	0.1470	11,352
9) Administration	347,504	0.5000	173,752
10) Engineering	193,058	0.6200	119,696
11) Highway (without S.Waste)	1,776,130	0.2000	355,226
12) Motor Vehicle Equipment Repair	231,669	0.3000	69,501
Water Division	540,561	1.0000	540,561
13) Total 1) - 12)			1,542,544
14)			
17) W/S Retirement Offset - Sewer (50% of #13))			771,272
W/S Retirement Offset - Water (50% of #13))			771,272
			1,542,544

Health Insurance Offsets Calculation FY 2024

FY23		FY24	Recommended	FY-24
		Health Cost	Offset Percent	Offset
1)	Select Board	43,275	14.70%	6,362
2)	Town Manager	60,200	14.70%	8,850
3)	Personnel	26,646	14.70%	3,918
4)	Information Technology	107,028	14.70%	15,734
5)	Comptroller	101,285	14.70%	14,890
6)	Treasurer/Collector	177,869	14.70%	26,149
7)	Legal	98,295	14.70%	14,451
8)	Administration	214,397	50.00%	107,199
9)	Engineering	61,804	62.00%	38,319
10)	Highway (without S.Waste)	384,046	20.00%	76,810
11)	MER	150,330	30.00%	45,099
12)	Water Division	185,067	100.00%	185,067
13)	Total 1) - 12)	1,610,242		542,848
14)	HEALTH Offset - Sewer (50% of #13)			271,424
15)	HEALTH Offset - Water (50% of #13)			271,424
	Water & Sewer Enterprise Subtotal			542,848
Other Insurance Costs charged directly to Enterprise Fund & Retirement Office				
	Recreation	46,327	1.0000	46,327
	Ed Burns Arena	35,936	1.0000	35,936
	Retirement	68,203	1.0000	68,203
	Arlington Community Ed	73,889	1.0000	73,889
	School Lunch	97,228	1.0000	97,228
	Other Enterprise & Retirement Subtotal			321,583
	Total Health Insurance Offset			864,431

Note: Departmental health insurance costs include current employees and retirees

ATT D
W/S Budget Summary Breakdown FY24

Reference 12

<u>Summary Category</u>	<u>Budget line item</u>	2023 Budget	2024 Budget
PERSONNEL SERVICE SUMMARY			
Sewer Collection System	5101 DPW STAFF INDIRECT CHARGES	589,876	624,680
Water Sewer Properties	5101 SALARIES & WAGES	589,876	624,680
Water Distribution System	6505502 SUBTOTAL WATER DISTRIBUTION	<u>1,375,126</u>	<u>1,446,859</u>
Total PERSONNEL SERVICE SUMMARY		2,554,878	2,696,219
EXPENSES SUMMARY			
Sewer Collection System	6505082 SUBTOTAL SEWER COLLECTION	130,000	130,000
Storm Sewer Collection System	6505007 TOTAL STORM SEWERS COLLECTION	426,000	476,000
Water Distribution	6505582 SUBTOTAL WATER DISTRIBUTION (Expenses)	448,955	448,955
Water/Sewer Properties	6505514 SUBTOTAL WATER/SEWER PROPERTIES	<u>67,600</u>	<u>67,600</u>
Total EXPENSES SUMMARY		1,072,555	1,122,555
MWRA ASSESSMENT			
Sewer	6505011 SUBTOTAL MWRA ASSESSMENT - SEWER	9,534,574	9,540,188
Water	6505511 SUBTOTAL MWRA ASSESSMENT - WATER	<u>5,698,095</u>	<u>5,720,769</u>
Total MWRA ASSESSMENT		15,232,669	15,260,957
INDIRECT CHARGES			
Sewer	5903 INDIRECT COSTS	383,925	391,985
Water	5903 INDIRECT COSTS	<u>383,925</u>	391,985
Total INDIRECT CHARGES		767,850	783,970
CAPITAL AND DEBT			
Sewer	6505002 SUBTOTAL DEBT SERVICE/SEWER CAPITAL	390,421	491,286
Sewer	6505003 SUBTOTAL SEWER REHAB	100,000	100,000
Water	6505506 SUBTOTAL REHAB WATER SYSTEM CAPITAL	100,000	100,000
Water (MWRA loan program)	6505509 SUBTOTAL DEBT SERVICE/CAPITAL PROJECTS	1,035,000	1,080,000
Water Debt Service	6505516 SUBTOTAL DEBT SERVICE/CAPITAL PROJECTS	350,165	469,286
Hydrant Replacement	6505519 SUBTOTAL HYDRANT REPLACEMENT PROGRAM	50,000	50,000
Small Equip	6505520 SUBTOTAL SMALL EQUIPMENT	5,000	5,000
Water Capital Equip	6505522 SUBTOTAL WATER CAPITAL EQUIP	-	-
Water Capital (Truck)	6505523 SUBTOTAL WATER CAPITAL 1 TON D	<u>124,500</u>	<u>75,000</u>
Total CAPITAL AND DEBT		2,155,086	2,370,572
HEALTH INSURANCE			
Indirect Charges - Sewer	5713 HEALTH BENEFITS	306,083	271,424
Indirect Charges - Water	5713 HEALTH BENEFITS	<u>306,083</u>	<u>271,424</u>
Total HEALTH INSURANCE		612,166	542,848
RETIREMENT			
Indirect Charges - Sewer	5707 RETIREMENT COSTS	739,497	771,272
Indirect Charges - Water	5707 RETIREMENT COSTS	<u>739,497</u>	<u>771,272</u>
Total Retirement		1,478,994	1,542,544
WORKERS COMP/UNEMPLOYMENT			
Sewer	5701 WORKERS COMP COST	6,000	6,000
Sewer	5702 UNEMPLOYMENT COMPENSATION	1,500	1,500
Water	5701 WORKERS COMP COST	1,000	1,000
Water	5702 UNEMPLOYMENT COMPENSATION	<u>1,000</u>	<u>1,000</u>
Total WORKERS COMP/UNEMPLOYMENT		9,500	9,500
Total Expenses		23,883,698	24,329,165

" CONSOLIDATED" FY24 SEWER AND WATER BUDGET AMOUNTS: DETAILING AND CROSS CHECKING OFFSETS AND INDIRECT CHARGES

Prepared for Arlington Finance Committee by G Gibian, March 27, 2023

	2022 "Actual"	2023 Budget	2024 Budget	\$ Change	% Change
6505006 Consolidated SEWER COLLECTION & WATER/SEWER PROPERTIES					
5101 DPW STAFF INDIRECT CHARGES/SALARIES & WAGES	1,186,944	1,179,752	1,249,360	(7,192)	-0.61%
6505013 Consolidated INDIRECT CHARGES - SEWER COLLECTION & WATER DISTRIBUTION					
5707 RETIREMENT COSTS (see rev BB pg 152: Retirement Budget)	1,425,766	1,478,994	1,542,544	53,228	3.73%
5713 HEALTH BENEFITS (rev.Ins. Budget; Group Health offset: see below)	646,332	607,418	542,848	(38,914)	-6.02%
5903 INDIRECT COSTS (see below detail)	766,866	767,850	783,970	984	0.13%
6505013 SUBTOTAL INDIRECT CHARGES - SEWER & WATER	2,838,964	2,854,262	2,869,362	15,100	0.53%
Salaries And Wages detailed:					
2023 Budget details and sources					
		INDIRECT COSTS (see "Att B W/S Offsets Calculated)			
Engineering , p 90 & p91	\$283,450		Selectboard	24,615	p22 & p 23
DPW Admin portion, p 94 & p 95 (Total DPW Admin \$349,178-\$35,000 Rec Rev Fund)	\$314,178		Town Manager	190,715	p26 & p27
Highway, p 98 & p 99	\$455,941		HR	18,788	p30 & p 31
Motor Equip Repair, p 104 & p 105	\$195,791		IT	244,855	p34 & p35
Total	1,249,360		Comptroller	31,448	p38 & p39
(50% Sewer Collection System & Water / 50% Sewer Properties)	624,680		Treasurer	116,889	p42 & p43
Health Benefits (see Att A "Health Ins Offsets Calc FY2023)			Postage	39,235	p46
			Legal	117,424	p54& p55
W&S portion	542,848		Total indirect	783,969	
Other (\$46,327 Rec, \$35,936 Arena, \$68,203 Retirement Ent funds, \$73,889 Arl Comm Ed, \$97,228 school lunch)	321,583		50% of Total Indirect	391,985	p1 & p3 revised budget and next page
Total (see revised Health Ins budget, Group Health Insurance Offset)	864,431				

ATT E

Presentation version FY 2024 WS Consolidated worksheet for WS detailing and cross checking offsets and indirect charges

Reference 13

	2022 "Actual"	2023 Budget	2024 Budget	\$ Change	% Change
6505006 SEWER COLLECTION SYSTEM					
5101 DPW STAFF INDIRECT CHARGES p1 rev budget	593,472	589,876	624680	(3,596)	-0.61%
6505504 WATER/SEWER PROPERTIES					
5101 SALARIES & WAGES p4 rev. budget (still titled Salary & Wages s/b DPW STAFF INDIRECT CHARGES)	593,472	589,876	624680	(3,596)	-0.61%
6505013 INDIRECT CHARGES - SEWER (page 1, revised budget)					
Acct's 5701 & 5702 : Workers and Unemployment comp placeholders	7,500	7,500	7,500		
5707 RETIREMENT COSTS	712,883	739,497	771,272	26,614	3.73%
5713 HEALTH BENEFITS (Health Cost from line 14 of health offset sheet)	323,166	303,709	271,424	(19,457)	-6.02%
5903 INDIRECT COSTS (Administrative Expense Offset, line 10 of offset page)	383,433	383,925	391,985	492	0.13%
6505013 SUBTOTAL INDIRECT CHARGES - SEWER	1,426,982	1,434,631	1,442,181	7,550	0.53%
6505513 INDIRECT CHARGES - WATER (page 3, revised budget)					
Acct's 5701 & 5702 : Workers and Unemployment comp placeholders	2,000	2,000	2,000		
5707 RETIREMENT COSTS	712,883	739,497	771,272	26,614	3.73%
5713 HEALTH BENEFITS (Health Cost from line 15 of health offset sheet)	323,166	303,709	271,424	(19,457)	-6.02%
5903 INDIRECT COSTS	383,433	383,925	391,985	492	0.13%
6505513 SUBTOTAL INDIRECT CHARGES - WATER	1,421,482	1,429,131	1,436,681	7,649	0.54%

Health Cost from line 14 of health offset sheet (att a)

Administrative Expense Offset, line 10 of W/S offset page (att b)

Health Cost from line 15 of health offset sheet (att a)

ARTICLE 36 COLLECTIVE BARGAINING

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union;
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Police Patrol Officers' Association (formerly Arlington Patrolmen's Association);
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials.

(Inserted at the request of the Town Manager)

VOTED: That the sum of \$570,357 is hereby appropriated, to be set aside for funding future collective bargaining agreements, said sum shall not be expended without a future vote of Town Meeting, that \$41,026 be transferred from the existing salary reserve to the following FY23 departmental budgets for FY23 pay for the SEIU contract:

Department	Total
Comptroller	\$5,040
Treasurer/Collector	\$5,037
Information Technology	\$1,926
Town Clerk	\$5,377
Inspections	\$9,590
Council on Aging	\$4,944
Veterans	\$4,456
Rink	\$4,656
	\$41,026

and that the following other FY24 department or fund budgets be increased by \$129,643 as indicated in this table for settlement of the SEIU contract:

Department	Total
Comptroller	\$7,700
Treasurer/Collector	\$7,831
Information Technology	\$12,504
Inspections	\$26,423
DPW Natural resources	\$16,279
DPW Engineering	\$8,205
DPW Highway	\$16,743
DPW Motor Equipment Repair	\$9,601
DPW Cemetery	\$9,601
Council on Aging	\$7,768
Rink	\$6,982
	\$129,643

AND FURTHER VOTED That the Town hereby ratifies the following financial items in the collective bargaining agreements and memoranda of agreement with the following enumerated collective bargaining units and hereby approves the following financial items relating to:

A. Service Employees International Union, Local 888:

- 1. A two percent (2%) wage increase effective July 1, 2022, to be paid as a retroactive payment to all union members employed by the town at time of ratification,**
- 2. A two percent (2%) wage increase effective July 1, 2023,**
- 3. Creation of a 10-year (new step 8) and 15-year (step 9) steps**
- 4. A .75% market adjustment to all positions**
- 5. One additional personal day**
- 6. Recognition of Juneteenth as a holiday**

COMMENT: Negotiations are still in process with two Town union.